

ASSOCIATE BUDGET ANALYST



State of California
DEPARTMENT OF
JUSTICE

P.O. BOX 944255
Sacramento, CA 94244-2550

DEPARTMENTAL PROMOTIONAL SPOT - SACRAMENTO

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CUT-OFF DATE

Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the cut-off date. Applications must have an original signature. Applications postmarked, personally delivered, faxed, or received via interoffice mail **after** the cut-off date will not be accepted for any reason.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the cut-off date. Applicants must have a permanent civil service appointment with the Department of Justice as of the cut-off date in order to take this examination. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the new department.

HOW TO APPLY

Examination applications (Form STD 678) are available at the State Personnel Board (www.spb.ca.gov) and may be mailed or filed in person:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR BY E-MAIL.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$4111 - \$4997

ELIGIBLE LIST INFORMATION

A department promotional eligible list will be established for the Department of Justice. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. A candidate may be tested only once during any testing period. **Positions exist in Sacramento only.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirement.

NOTE: All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification titles(s). Applications/resumes without this information will be rejected.

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MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state services preparing, justifying, and analyzing, or controlling and administering budgets or budgetary programs.)

Or II

EXPERIENCE: Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year experience performing duties comparable in level of responsibility of a Staff Services Analyst (Range C). (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months or the required experience.)

AND

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Equivalent to graduation from college means a bachelor's degree.

Note: Applications must provide a copy of their college transcripts, stating that the applicant has met all of the academic requirement for graduation is the only evidence that is acceptable. Transcripts must be received by the cutoff date.

POSITION DESCRIPTION

The Associate Budget Analyst, under general direction, in an operating agency or department, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of a department's budget; provides consultative budget service to department management; and does other related work. Prepares baseline budget; prepares budget revisions; review, analyzes, evaluates and processes budget change proposals; reconciles appropriation by source of funding; prepares and processes transfer of budget allotments; provides budget information, instruction and assistance to department staff; makes recommendations on budget matters to higher level management; analyzes proposed legislation to determine funding impact on department programs; may review purchase estimates, printing requisitions, personnel transactions documents and contracts; prepares reports and correspondence.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview (QAP). The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW --- WEIGHTED 100.00%

NOTE:

If conditions warrant this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out Admittance to the Examination carefully to see what kind of information will be useful to the staff doing the evaluation.

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EXAMINATION SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Principles and practices of governmental budgets and accounting.
2. Financial structure, uniform accounting system, and financial procedures of the State of California.
3. Purposes, functions, and fiscal organization of the various State agencies.
4. Laws relating to financial administration of the State Government.
5. Principles of public and personnel administration.
6. Principles of organization and management.
7. Principles and practices of public finance, research techniques and statistical principles and procedures.

EXAMINATION SCOPE
CONTINUED

Ability to:

1. Develop various types of budget documents.
2. Analyze and solve difficult technical budget problems.
3. Establish and maintain cooperative relationships with control agency staff and others contacted in the work.
4. Speak and write effectively.
5. Analyze situations accurately and develop an effective course of action.

VETERANS PREFERENCE

Veterans Preference Credit **will not** be granted in promotional examinations.

CAREER CREDITS

Career Credits **will not** be granted in promotional examinations.

This examination consists of a Qualifications Appraisal Interview (QAP). The interview will include a number of predetermined job-related questions. In order to obtain a position

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) department open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT
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